



JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST
\$4,400 - \$5,508
HUMAN RESOURCES MANAGEMENT DIVISION
SACRAMENTO

Are you looking for an opportunity to work in a fun and exciting team environment? How about working for a family-friendly workplace? ***Then the California Department of Insurance (CDI), Human Resources Management Division (HRMD) is the place for you!*** The HRMD is seeking an Associate Governmental Program Analyst. ***Why work for CDI's Human Resources Management Division?*** We are housed in a private building offering many amenities including concierge, on-site ATM, pre-tax parking, and a location within walking distance to a variety of restaurants, Old Sacramento, the Downtown Mall, and public transportation, including light rail.

RESPONSIBILITIES: Under the general direction of the Departmental Training/Health and Safety Manager (Staff Services Manager I) the incumbent is responsible for providing technical expertise, training, guidance, assistance, and support to all levels of staff relating to a variety of health and safety issues. Serves as the lead analyst on workers' compensation, safety policies and programs, ergonomics, EAP, and assists in the return to work process.

DESIRABLE QUALIFICATIONS:

- Ability to work with independence under general direction
- Ability to handle multiple priorities effectively
- Ability to develop effective working relationships with all levels of staff
- Knowledge of California's Workers' Compensation (WC) system and the ability to analyze reports from physicians, attorneys, and claims personnel
- Ability to communicate effectively both verbally and in writing
- Ability to negotiate complex, controversial, or sensitive matters under stressful conditions, and the ability to independently resolve issues
- Knowledge of ergonomic and Return to Work (RTW) program principles and ability to carry out its objectives
- Knowledge of health and safety policies and programs including Injury and Illness Prevention Programs, OSHA Reporting, and Workplace Violence Prevention Program
- Ability to develop and present training on the WC, RTW, and health and safety programs and policies
- Must be willing to travel

07/30/13 tb

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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WHO MAY APPLY: Applications will be accepted from current State employees at the Associate Governmental Program Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) to Tina Brown, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE “Associate Governmental Program Analyst #413-191-5393-005” ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3351 or email brownt.@insurance.ca.gov.

FINAL FILING DATE: August 21, 2013 – Close of Business, 5:00 p.m.

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant’s name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (**STD 678**) is required for each recruitment for which you would like to be considered.

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